

United States Department of Agriculture
Agricultural Marketing Service
Washington, D.C. 20250

SENIOR EXECUTIVE SERVICE RECRUITMENT ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: AMS-SES-07-01

Position (Title/Series): Deputy Administrator, Livestock and Seed Program, ES-0301

Organization, Location/Duty Station:

Agricultural Marketing Service
Livestock and Seed Program
Washington, DC

Opening Date: January 19, 2007

Closing Date: February 26, 2007

Area of Consideration:

"All Qualified Persons"

For more information contact:

Jocelyn C. White
USDA, Marketing & Regulatory Programs/
Human Capital Planning Branch/Room 1726-S
Telephone: 202-720-3010

SENIOR EXECUTIVE SERVICE

This position is in the Senior Executive Service (SES), Career Reserved. Only one position will be filled under this announcement. Positions in the SES are not graded. The salary range is \$111,676 - \$154,600 per annum. SES employees are also eligible for bonuses and awards based on performance. Veteran's preference is not applicable to the SES. Selectee is subject to a one-year probationary period, unless currently serving under an SES appointment. Visit www.opm.gov/ses for additional information and benefits for SES employees.

WHY WORK FOR AMS: The U.S. Department of Agriculture's Agricultural Marketing Service (AMS) administers programs that facilitate the efficient, fair marketing of U.S. agricultural products, including food fiber, and speciality crops. AMS programs promote a strategic marketing perspective that adapts product and marketing practices and technologies to the issues

of today and the challenges of tomorrow. In short, AMS helps make sure the U.S. marketing system remains world-class. To learn more about our agency, our exciting mission, vision, and guiding principles, please visit www.ams.usda.gov.

Duties include: As Deputy Administrator for Livestock and Seed Program, the incumbent is responsible for formulating and administering policies for marketing services and regulatory activities, including a national program of meat grading and certification; market news programs for livestock, meat, wool, mohair and grain products; standardization services for meat, livestock, wool and mohair; expansion of market outlets; research and information programs; marketing agreements and orders and related programs for livestock, meat, grain and other assigned commodities; a program regulating the marketing of agricultural and vegetable seeds; and standardization and testing programs to establish uniformity in the testing of seed in Federal, State, and commercial seed laboratories throughout the United States; a program promoting quality audit systems and services based on user-fees; surplus removal and other procurement programs for meats, meat food products, fish and other assigned commodities; and a regulatory program for retail surveillance for Country of Origin Labeling. The incumbent participates fully with the Administrator and the Associate Administrator in formulating the policies and programs of the Agency; acts for the Administrator in formulating long-range activities, commodity research and information programs, surplus removal programs, expansion of market outlets and related activities for assigned commodities; coordinates Livestock and Seed policy and program recommendations with recommendations from the public, other organizational units of the Agency, the Department and other government and trade organizations; and presents policies and programs to the Administrator and the Associate Administrator. The incumbent provides administrative and technical direction and coordination in the execution of approved policies and programs carried out by Washington organizational units and field offices of the Program and other governmental and commercial organizations. The incumbent represents the Agency in establishing, developing, and maintaining relationships with producers, trade organizations, the public, governmental, and related groups for the purpose of furnishing technical information, obtaining policy and program recommendations and promoting harmonious relations and cooperation with these groups. The incumbent maintains liaison with such other organizational units of the Agency in developing recommendations on administrative management, program performance, and review as well as program information as they affect or relate to programs assigned to Livestock and Seed Program. The incumbent is responsible for insuring Livestock and Seed Program achieves results that support the Presidential Management Agenda initiatives assigned to the Agency that involve Human Capital Management; Competitive Sourcing; Financial Performance; E-Government; Budget/Performance Integration; and Real Property. The incumbent leads a complex and diverse organization of technical, administrative, scientific, professional, and administrative support staff that includes approximately 535 full time employees assigned to eight branches.

A. EXECUTIVE CORE QUALIFICATIONS – Please address these Executive Core Qualifications (ECQs). Detailed information on the ECQs and Competencies may be found at: www.opm.gov/ses/handbook.html.

ECQ 1 LEADING CHANGE – This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent

to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Competencies: Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

Creativity and Innovation	Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
External Awareness	Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
Flexibility	Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
Resilience	Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
Strategic Thinking	Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.
Vision	Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

ECQ 2 LEADING PEOPLE – This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Please be sure to describe your accomplishments in Equal Employment Opportunity (EEO) and/or Civil Rights. This includes opportunities provided to minorities and women to receive grants and/or contracts, employment and advancement, training, award recognition, and program benefits.

Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

Conflict Management	Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
Leveraging Diversity	Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
Developing Others	Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
Team Building	Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

ECQ 3 RESULTS DRIVEN – This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

Accountability	Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
Customer Service	Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.
Decisiveness	Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
Entrepreneurship	Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.
Problem Solving	Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
Technical Credibility	Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

ECQ 4 BUSINESS ACUMEN – This core qualification involves the ability to manage human, financial, and information resources strategically.

Competencies: Financial Management, Human Capital Management, Technology Management

Financial Management	Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.
Human Capital Management	Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.
Technology Management	Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

ECQ 5 BUILDING COALITIONS/COMMUNICATION – This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Competencies: Partnering, Political Savvy, Influencing/Negotiating

Partnering	Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
Political Savvy	Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
Influencing/Negotiating	Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

Fundamental Competencies: These competencies are the foundation for success in each of the Executive Core Qualifications; Interpersonal Skills, Oral Communication, Continual Learning, Written Communication, Integrity/Honesty, Public Service Motivation. The Fundamental Competencies are cross-cutting; they should be addressed over the course of your ECQ narrative. It is not necessary to address the Fundamental Competencies directly as long as the narrative, in its totality, shows mastery of these competencies on the whole.

Interpersonal Skills	Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
Oral Communication	Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
Integrity/Honesty	Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
Written Communication	Writes in a clear, concise, organized, and convincing manner for the intended audience.
Continual Learning	Assesses and recognizes own strengths and weaknesses; pursues self-development.
Public Service Motivation	Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

B. MANDATORY TECHNICAL QUALIFICATIONS (all applicants must address):

1. Knowledge of the organization and functioning of the agricultural marketing system, particularly the marketing of U.S. livestock, meat, and seed products both domestically and internationally. Examples might include: experience in public or private sector positions having a demonstrable need for a broad-based understanding of agricultural market organization and performance, or experience in conducting analysis on significant agricultural marketing issues.
2. Knowledge of USDA programs and policies to facilitate agricultural marketing, particularly those provided to the livestock, meat, and seed industries. Examples might include: experience in public or private sector positions relating to the development, delivery, operation, oversight, or analysis of agricultural market-facilitating services, such as market information programs, grading and certification services, audit-based

verification programs, commodity procurement programs, programs to establish commodity standards for domestic and international markets, and user-fee funded commodity research and promotion (“checkoff”) programs.

C. QUALIFICATION REQUIREMENTS:

Applicants must have 1 year of specialized experience equivalent to the next lower grade level in the Federal service which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of this position. Experience is typically in or related to the work of the position.

HOW TO APPLY -- All applicants are required to submit the following information. The initial competition and identification of candidates to be interviewed will be made solely on the basis of this material. Candidates who do not submit complete packages as indicated below will not be considered.

1. Submit an application (Resume, OF-612, Optional Application for Federal Employment, or any other written format you choose to describe your job related qualifications). Your resume should contain the information outlined in the booklet, “Applying for a Federal Job (OF-510).” See OF-510 at: www.opm.gov/forms/pdfimage/of0510.pdf. See OF-612 at: www.opm.gov/forms/pdfimage/of0612.pdf.
2. Submit a Supplemental Applicant Statement, which addresses **EACH** of the ECQs and technical qualifications individually. Please include your name and the vacancy announcement number on each page of the supplemental applicant statement. The purpose of this statement is to provide you, as an applicant, the opportunity to elaborate on your experience, training, and specifically, significant achievements, which relates to the ECQs and technical qualifications being used to identify the best qualified candidates for this vacancy. DO NOT simply repeat entries from other parts of your application package. Please provide complete responses to executive core and technical qualifications. Visit www.opm.gov/ses/writingstate.html for additional guidance on writing your Supplemental Applicant Statement. When addressing the five ECQs the total length of your statement must not exceed 10 pages. Please structure your responses to the ECQs in terms of the action taken, context of environment in which the action was taken, and the outcome or results from such action.
3. If you are a Senior Executive Service Candidate Development Program graduate, submit proof of the Office of Personnel Management’s certification and a narrative statement addressing only the mandatory technical qualifications.
4. If you are a current career SES member or a former career SES member, submit documentation of SES status and a narrative statement addressing only the mandatory technical qualifications.
5. Submit a copy of your most recent performance appraisal or a statement from you, self-certifying that your most recent appraisal or current performance is at least “Fully Successfully.”

TO APPLY: Send the application package described above to:
USDA, Animal & Plant Health Inspection Service
Marketing & Regulatory Programs-Business Services
Human Capital Planning Branch
Attention: Jocelyn C. White
1400 Independence Avenue, SW, Room 1726-S
Washington, DC 20250

Please be sure to include the announcement number on your application. Application, performance appraisal, and supplemental information must have arrived at the “Contact” address above by the closing date of February 26, 2007.

DUE TO MAIL COMPLICATIONS, WE STRONGLY ENCOURAGE APPLICANTS TO FAX APPLICATIONS TO (202) 720-5703, OR DELIVER THEIR APPLICATIONS TO THE ABOVE ADDRESS. TO CHECK ON THE STATUS OF YOUR APPLICATION, CALL (202) 720-3010.

ADDITIONAL INFORMATION:

1. This position is covered under the post-employment restriction of the Ethics in Government Act of 1978 (P.L. 95-521). This law also requires the selectee to file an Executive Personnel Financial Disclosure Report (Standard Form 278), within 30 days of appointment.
2. Applications sent in U.S. Government postage-paid envelope and submitted through Federal Agency courier services will not be considered.
3. Male applicants born after December 31, 1959, must be registered with the Selective Service System before they can be employed by an executive agency of the Federal government. This requirement does not apply to Agency employees appointed before November 8, 1985.
4. The 1993 Hatch Act Reform Amendments prohibit oral and written political recommendations for Federal jobs.
5. All application forms are subject to the provisions of the Privacy Act and become the property of USDA.
6. **SECURITY CLEARANCE:** Continued service in this position is subject to a satisfactory background investigation.
7. **DRUG TESTING:** Incumbent of this position may be required to submit to urinalysis to screen for illegal drug use on an ongoing basis after appointment, as directed.
8. **LETTERS OF REFERENCE:** Selectee may be required to submit 2 letters of recommendation.

ELIGIBILITY REQUIREMENT

Consideration for competitive selection for this position is open to all persons within the area of consideration who meet the basic qualifications. Race, color, age, national origin, gender, sexual orientation, political beliefs, religion, marital or family status, disability, and other nonmerit factors will not be considered.

EVALUATION METHOD

Applicants who meet the mandatory requirements in items A (Executive Core Qualifications), and B (Mandatory Technical Qualifications) above will be considered qualified for this position. Rating and ranking to determine the "**best qualified**" will be conducted by a panel of experts and will be based upon consideration of the degree to which applicants meet the mandatory knowledge, skills, and abilities described in items A and B. Interviews and qualifications inquiries may be required. The executive core qualifications of the selectee are subject to prior approval by the Office of Personnel Management Qualifications Review Board. When reviewing Executive Core Qualifications Statements, the Qualifications Review Board is looking for specific challenges, actions, and results.

The U.S. Department of Agriculture (USDA) is an Equal Opportunity Employer. USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication or program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

Reasonable Accommodation: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency at (202) 720-3010. The decision on granting reasonable accommodation will be on a case-by-case basis.